

TRAINING PROGRAM OF INSTRUCTION (TPI) FOR PUBLIC AFFAIRS RECLASSIFICATION COURSE



Approved by:

/Signed/

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PUBLIC AFFAIRS RECLASSIFICATION COURSE

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER: DINFOS-PARC

TITLE: Public Affairs Reclassification Course

TRAINING LOCATION: Defense Information School, Fort Meade, MD

SPECIALTY AWARDED: None

PURPOSE: To train selected enlisted personnel in the principles, techniques and skills required to perform the duties and functions of public affairs specialists.

COURSE DESCRIPTION: The graduates are prepared to perform basic public affairs skills (supervised). This two-week, intense course provides rudimentary knowledge of public affairs and should not be viewed as a substitute for the full twelve-week Basic Public Affairs Specialist –Writer Course. The students will be able to write news and feature stories and demonstrate basic desktop publishing and layout skills. The students will learn how to shoot a digital photo and how to enhance photos IAW DOD Directive 5040.5. The students learn how to respond to media queries and conduct an on-camera interview while applying DOD release guidelines. The students also have the opportunity to learn basic public affairs knowledge tasks through distance learning modules available on the Defense Information School's Web site (www.dinfos.osd.mil.) Course length is 11 training days.

PREREQUISITES:

- a. U.S. Navy: E-3 to E-7 high school graduate, GT 110. Must be able to type 20 words per minute. Must be a JO and able to obtain a secret clearance.
- b. U.S. Army: E-3 through E-7. Minimum GT score of 110. Must be in or programmed to occupy Public Affairs specialist position and must first complete Phase I, which consists of the PAOQC-DL modules at <http://www.dinfos.osd.mil/pald.asp>.
- c. U.S. Air Force: E-3 through E-7. Minimum AQE General Score of 69. Course open only to Air Force Reserve and Air National Guard personnel retraining into 3N0X1 Public Affairs and who possess the 5-skill level in another Air Force specialty. Must be assigned to or programmed into a 3N0X1 Public Affairs position in an AFRC or ANG unit. Must complete PARC distance learning modules (when available) prior to attendance.
- d. U.S. Marine Corps: E-3 to E-7. Minimum GT 105 (minimum VE 40.) Must type 20 WPM. Applicant must be interviewed and approved by the applicable operational sponsor for PA IMA det members or the applicable OIC for PA SMCR members or the Div PA Reserve liaison officer for IRR members.
- e. U.S. Coast Guard: Reserve Rated Public Affairs Specialist, E-4 and above.

f. Target population/prerequisite(s) waiver requests must come through the requesting Service's career field manager to the DINFOS commandant for approval.

SECURITY CLEARANCE: N/A

CLASS SIZE:

MAXIMUM 24

MINIMUM 12

ANNUAL COURSE CAP 48

COURSE LENGTH 11 days

ACADEMIC HOURS: 82 hours

ADMINISTRATIVE HOURS: 6 hours

TOTAL COURSE HOURS: 88 hours

INSTRUCTOR CONTACT HOURS: 164 hours

TYPE/METHOD OF INSTRUCTION:

- | | |
|---------------------------------|----------|
| 1. Lecture (L) | 27 hours |
| 2. Performance Exercise (PE) | 17 hours |
| 3. Performance Examination (EP) | 38 hours |
| 4. Administrative (AD) | 6 hours |

TRAINING START DATE: 24 Jan 2005

ENVIRONMENTAL IMPACT: None. DOD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Course Development Department, Directorate of Training, Defense Information School, Fort George G. Meade, MD 301-677-4492.

FUNCTIONAL AREA 1 PRINCIPLES OF JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-001

TERMINAL TRAINING OUTCOME: The students learn the fundamentals of journalism and are prepared to use the Associated Press Stylebook and Briefing on Media Law to copy-edit materials for publication. The students also will be able to conduct effective interviews for obtaining background information for writing releases. The skills learned in this functional area are important building blocks for subsequent performance exercises in the course.

OVERVIEW OF INSTRUCTION: The students learn how to use the Associated Press Stylebook and Briefing on Media Law to determine correct style usage for publication. Practical application takes place through the use of workbooks to correct errors using proper copy editing symbols. The students also learn interview skills while conducting an interview. Information gleaned from the interview is used to construct a story.

TOTAL HOURS: 10

INSTRUCTIONAL TYPE (HOURS):

L	3
PE	7

FUNCTIONAL AREA 1 JOURNALISM FUNDAMENTALS

TPFN: DINFOS-PARC-001

UNIT TITLE: Journalism Fundamentals

TASKS:

001	Use AP stylebook
002	Use copy editing symbols
003	Copy-edit previously written stories
004	Conduct an interview.

TRAINING OBJECTIVE: The students will complete an ungraded exercise using the Associated Press Stylebook and Briefing on Media Law and discuss the duties of a copy editor before completing a series of copy editing exercises in which they must correct misspelled words, and grammar, and factual and stylebook errors. Although exercises in this functional area are ungraded, the principles learned will be used in all subsequent writing exercises where the students must score at least 70 percent. The students will learn the differences between a good and bad interview; discuss how to prepare for an interview; identify procedures used in conducting an interview; determine how to take notes and undergo a practical exercise of interviewing a source using those lessons. Their interview performance is critiqued but not graded.

INSTRUCTIONAL TYPE AND HOURS: 3L, 7PE

SAFETY FACTORS: N/A

REFERENCES: *Associated Press Stylebook and Briefing on Media Law*; *The Professional Journalist*, Hohenberg; *Basic News Writing*, Mencher; *News Reporting and Writing*, The Missouri Group; *The Complete Reporter*, Harriss and Johnson; *The Art of Editing*, Baskette and Sissors; *Associated Press Stylebook and Briefing on Media Law*; *Creative News Editing*, Crowell; *Interpretative Reporting*, MacDougall; *Editing in the Electronic Era*, Gibson; *Managing Stress: A Businessperson's Guide*, Yates; *Stress at Work*, Cooper and Payne; *Stress and the Bottom Line*, Sherman; *Emotional Survival*, Hafen and Brog.

FUNCTIONAL AREA 2

JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-002

TERMINAL TRAINING OUTCOME: The students will know how to write straight news story leads in the inverted pyramid style; identify the five W's and H and correctly use them; determine the lead emphasis for a news story lead; correctly use impersonal identification; know what element of a story is the news peg; understand the ABCs of journalism; and know how to correctly use the newspaper dateweek. The students will learn how to structure leads for both internal and external publications.

OVERVIEW OF INSTRUCTION: The students will learn the purpose of writing straight news story leads in the inverted pyramid style; identify the five W's and H and correctly use them; determine the lead emphasis for a news story lead; correctly use impersonal identification; identify a story's news peg; understand the ABCs of journalism; and learn to correctly use the newspaper dateweek. The students will learn how to structure leads for both internal and external publications, and write a set of leads for each lesson under a timed, in-class deadline. All leads must conform to the Associated Press Stylebook.

TOTAL HOURS: 50

INSTRUCTIONAL TYPE (HOURS):

L	16
PE	6
EP	28

FUNCTIONAL AREA 2 JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-002-001

UNIT TITLE: Lead Writing

TPFN HOURS/TYPE: 3L, 7PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASKS:

001	Write a summary lead.
002	Write a lead with a dateline.
003	Write a lead with a bridge.

SUMMARY OF INSTRUCTION: The students will learn the purpose of writing straight news story leads in the inverted pyramid style; identify the five W's and H and correctly use them; determine the lead emphasis for a news story lead; correctly use impersonal identification; identify a story's news peg; understand the ABCs of journalism; and learn to correctly use the newspaper dateweek. The students will learn how to structure leads for both internal and external publications, and write a set of leads for each lesson under a timed, in-class deadline. All leads must conform to the Associated Press Stylebook. Leads 1 and 3 are graded, but unrecorded.

REFERENCES: *Modern News Reporting*, Warren; *The Complete Reporter*, Harriss and Johnson; DINFOS Newswriting Programmed Instruction; DINFOS Leads Writing Criteria Sheets; Associated Press Stylebook and Briefing on Media Law; *Exercises and Tests for Journalists*, Callahan, Danielson and Nelson; *Interpretive Reporting*, MacDougall.

INSTRUCTOR/STUDENT RATIO: 1:12(L)(PE)(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2 JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-002-002

UNIT TITLE: Headline Writing

TPFN HOURS/TYPE: 1L, 3EP

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASKS: 001 Write basic one- and two-line headlines.

SUMMARY OF INSTRUCTION: The students will identify the categories, functions and forms of a headline; understand the do's and don'ts for constructing a headline; understand how to properly use punctuation and abbreviations; determine how large a headline must be; and determine how to ensure a headline fits the desired space in a publication. The students will practice writing at least three headlines. The first practical exercise will be used to prepare students for the graded/recorded Headlines 2 exercise, which introduces them to characteristics of drop and read-in headlines. Students must achieve a score of 70 percent on the graded and recorded Headlines 2 exercise to pass.

REFERENCES: *Designing the Total Newspaper*, Arnold; *The Art of Editing*, Baskette and Sissors; *Contemporary Newspaper Design*, Garcia; DINFOS Headlines Booklet.

INSTRUCTOR/STUDENT RATIO: 1:12 (L)(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2 JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-002-003

UNIT TITLE: Newswriting

TPFN HOURS/TYPE: 3L, 9EP

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: None

TASKS:

001	Write an internal news story.
002	Write an external news story.
003	Write an accident/incident news release

SUMMARY OF INSTRUCTION: The students will learn the structure of a complete straight news story, including the purpose of the local angle and military tie; how to fully identify people; the purpose of an advance story and how to take a story from one of the military news services and flesh it out with local facts for an internal audience. The students will also learn how stories, such as the change-of-command story, can be tailored to both external and internal publications. The students will also learn how to identify sources for gathering information, determine what information needs attribution; and determine how and when names of accident victims can be released to the local media. The students will learn the structural differences between the accident story and other hard news stories. The students will identify possible news sources for information concerning accidents and/or disasters. The students will learn to correctly attribute accident story information, and accurately identify the dead and injured and their next of kin.

The student will also learn to properly write the body of the story. Each writing assignment within this news stories series is accompanied by a copy editing quiz that counts as 10 percent of the student's grade. The writing assignment itself counts as the other 90 percent.

REFERENCES: *The Complete Reporter*, Harriss and Johnson; *Modern News Reporting*, Warren; *News Reporting and Writing*, The Missouri Group; DINFOS Newswriting Programmed Instruction.

INSTRUCTOR/STUDENT RATIO: 1:12(L)(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2 JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-002-004

UNIT TITLE: Feature Stories

TPFN HOURS/TYPE: 4L, 12PE

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: None

TASKS: 001 Write a feature story.

SUMMARY OF INSTRUCTION: The students will define and discuss the purposes of news features, human interest features, personality features, auxiliary features and sidebar features. They will also learn how to rewrite a feature story and to think in terms of photographs to accompany their feature stories. The students will review the types of transitions and story structures, and learn how to copyfit stories and about the importance of secondary sources in feature stories. They will also learn about the relationship between editor and reporter as the instructors “coach” them through information gathering and writing. The students will learn how to observe and record action, settings and personality characteristics for use in feature stories.

REFERENCES: *Feature Writing for Newspapers*, Williamson; *The Essential Feature*, Hay; *News Reporting and Writing*, Mencher; *Stalking the Feature Story*, Ruehlmann; *Free-Lancer and Staff Writing*, Rivers and Work; *News Writing and Reporting for Today’s Media*, Itule and Anderson; *Free to Write*, Clark; *Newswriting*, Stone; *Beyond the Facts: A Guide to the Art of Feature Writing*, Alexander; *Write to be Read*, Patterson.

INSTRUCTOR/STUDENT RATIO: 1:12(L)(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2 JOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-002-005

UNIT TITLE: Newspaper Design and Production

TPFN HOURS/TYPE: 5L, 3PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASKS: 001 Demonstrate desktop publishing fundamentals and techniques.
002 Layout a newsletter using desktop publishing.

SUMMARY OF INSTRUCTION: The students will learn the historical development of newspaper design, discuss the basic elements of design, and identify the principles of modern newspaper design. They will also learn how to crop and scale photographs, use pica poles and proportional wheels for newspaper measurements, and use copy logs and dummyming symbols. They will discuss design measurement units, calculate copy depth, and determine headline size and depth. They will learn the principles of desktop publishing and how to create newspaper pages using DTP software, to include placing stories, headlines and artwork on pages. The students will individually create camera-ready, tabloid-sized pages for publishing, to include importing photos and graphics, and will create a letter-sized newsletter page with edited stories and clip art.

REFERENCES: *Newspaper Layout and Design*, Moen; *Modern Newspaper Design*, Arnold; *The Art of Editing*, Baskette & Sissors; *Contemporary Newspaper Design*, Garcia; *The Newspaper Designer's Handbook*, Harrower; DINFOS Newspaper Production Techniques; DINFOS Desktop Publishing Handbook.

INSTRUCTOR/STUDENT RATIO: 1:12(L)(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3

PHOTOJOURNALISM

TPI FILE NUMBER (TPFN): DINFOS-PARC-003

TERMINAL TRAINING OUTCOME: The students will know the factors that govern exposure, identify focal stop and shutter speed settings, and perform basic exposure calculations; know the effects of different lens types and their specific purposes; and know how to use an electronic flash in a number of different lighting situations. The students will also know how to use desktop publishing software to enhance photographs.

OVERVIEW OF INSTRUCTION: The students will receive an explanation of military photojournalism concepts, review course requirements, and discuss course policies and procedures; receive instruction identifying compositional elements such as center of interest in a photograph, rule of thirds, and the use of vertical and horizontal formats; and discuss how to foster a positive relationship between public affairs elements and installation photographic support facilities. This instruction is not graded. The students will identify and operate controls and functions of the Nikon D-1 camera, become familiar with loading and unloading PC cards, and perform preventive maintenance on the camera.

Additionally, the students will learn factors that govern exposure, identify focal stop and shutter speed settings, and discuss basic exposure calculations; receive instruction detailing the effects of different focal stop/shutter speed settings; discuss the effects of different lens types and their specific purposes; and learn to use an electronic flash in a number of different lighting situations. The students will complete performance exercises for digital camera operations, depth of field/equivalent exposure and flash photography. These exercises are graded and the students must achieve at least a 70 percent score to pass. Instructors will record student grades and provide a critique of their work.

The students will receive an introduction to electronic imaging which discusses the hardware and software used, discuss ethical issues concerning the advent of electronic imaging with special emphasis placed on the enhancement of images versus manipulation; discuss and cover in detail the Adobe Photoshop software used to process negatives and digital photographs for publication; learn step-by-step procedures in connecting digital cameras to computers and uploading the information within them; learn the guidelines used to select and place photographs for publication; and learn film scanning basics.

These classes of instruction culminate in a graded performance exercise. Students must achieve at least a 70 percent score to pass. This grade is recorded and instructors will provide a critique of students' work.

TOTAL HOURS: 37

INSTRUCTIONAL TYPE (HOURS):

L	3
PE	31
EP	3

**FUNCTIONAL AREA 3
PHOTOJOURNALISM**

TPI FILE NUMBER (TPFN): DINFOS-PARC-003-001-

UNIT TITLE: Photojournalism

TPFN HOURS/TYPE: 3L, 7PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASKS:

001	Enhance photos IAW DOD Directive 5040.5.
002	Shoot a feature photo.
003	Write photo caption using a Visual Identification Record Number

SUMMARY OF INSTRUCTION: The students will receive an explanation of military photojournalism concepts, and receive instruction identifying compositional elements such as center of interest in a photograph, rule of thirds, and the use of vertical and horizontal formats.

The students will identify and operate controls and functions of a camera, and become familiar with loading and unloading PC cards. Additionally, the students will learn factors that govern exposure, identify focal stop and shutter speed settings, and discuss basic exposure calculations; receive instruction detailing the affects of different focal stop/shutter speed settings; discuss the effects of different lens types and their specific purposes; and learn to use an electronic flash in a number of different lighting situations. Students will complete performance exercises for Digital Camera Operations, Depth of Field/Equivalent Exposure and Flash Photography. These exercises are graded and students must achieve at least a 70 percent score to pass. Instructors will record student grades and provide a critique of their work.

The students will receive an introduction to electronic imaging that discusses the hardware and software used; discuss ethical issues concerning the advent of electronic imaging with special emphasis placed on the enhancement of images versus manipulation; discuss and cover in detail the Adobe Photoshop software used to process negatives and digital photographs for publication; learn step-by-step procedures in connecting digital cameras to computers and uploading the information within them; learn the guidelines used to select and place photographs for publication; and learn film-scanning basics. These classes of instruction culminate in a graded performance exercise. The students must achieve at least a 70 percent score to pass. This grade is recorded and instructors will provide a critique of students' work.

REFERENCES: *Photojournalism*, Arthur Rothstein; *Visual Impact In Print*, Gerald D. Hurley, and Angus McDougall; *Photography*, Barbara and John Upton; *Photographic Composition*, Tom Grill and Mark Scanlon; *Photography (Basic)* NAVEDTRA 12700 Journalist 3-2 , Journalist 2, NAVEDTRA 14130; *The Creative Photographer*, Andreas Feininger; Nikon D-1 Operator's Manual; *Photojournalism: The Professional's Approach*, Kenneth Kobre; Nikon SB-28DX Flash Manual; *Deception and Imagery*, Deni Elliot; *Legal and Ethical Ramifications of Computer-Assisted Photograph Manipulation*, Don Tomlinson; *Newspaper Layout and Design*, Daryl R. Moen; *Complimentary Newspaper Design*, Mario Garcia; Adobe Photoshop Users Guide.

INSTRUCTOR/STUDENT RATIO: 1:12(L)(PE)

SAFETY FACTORS: N/A

**FUNCTIONAL AREA 4
PUBLIC AFFAIRS**

TPI FILE NUMBER (TPFN): DINFOS-PARC-004

TERMINAL TRAINING OUTCOME: The students know each service's organization and operations; know the service chain of command and its administrative mission; know the unified command structure and its operational mission; know how the unified commands support U.S. national security goals; and define selected operational and public affairs terms.

The students know why the military needs guidelines for releasing information; know the meaning of the American public's right to know versus its need to know; know Department of Defense policy on information and the principles of information; know the limitations of the doctrine; understand the provisions of the Freedom of Information and Privacy acts; know the guidelines for the release of information can do for a public affairs office and the guidelines for the release of information involving an accident /incident.

The student knows how to respond to a media query; recognize professional telephone techniques; knows how to properly fill out a media query form; is able to write a complete response that includes command messages; knows the different types of attribution and when they are used; knows the techniques for providing on-camera media interviews and can prepare and deliver a radio beeper.

The students know how and when to escort the media; be able to describe ground rules and know when to enforce them; know how to prepare for a media visit and escort the media, and arrange interviews with the media, including the special considerations for electronic media; and know the actions to take after a media visit.

The students know how to keep and maintain a media list, and track the media; and know the methods of releasing information, how to set up a news media center; how to arrange a media conference, and how to arrange media travel/orientation flights.

The students know the differences between the military and media cultures; know how to avoid conflicts of interests; know the Department of Defense's and services' policies on accepting gifts; know how to use attribution to avoid plagiarism; know how to avoid alienating portions of the audience; and know sources of equal opportunity information.

OVERVIEW OF INSTRUCTION: The students will discuss each service's organization and operations; explain the service chain of command and its administrative mission; explain the unified command structure and its operational mission; discuss how the unified commands support U.S. national security goals; and define selected operational and public affairs terms. This instruction will be tested in a subsequent examination.

The students will describe host nation sensitivities overseas and how these factors can affect the public affairs mission; explain how military public affairs specialists interact with the embassy; discuss civic outreach programs overseas and public affairs role in them; describe the factors that affect external information overseas; list six internal information tools available overseas; discuss the importance of internal information overseas; and explain the impact of terrorism on public affairs operations. This instruction will be tested on a subsequent examination.

The students will discuss the differences between the military and media cultures; explain how to avoid conflicts of interests; discuss the Department of Defense's and services' policies on accepting gifts; explain how to use attribution to avoid plagiarism; explain how to avoid alienating portions of your audience; and discuss sources of equal opportunity information. This instruction will be tested on a subsequent examination.

TOTAL HOURS: 48

INSTRUCTIONAL TYPE (HOURS):

L 14

EP 34

FUNCTIONAL AREA 4
PUBLIC AFFAIRS

TPI FILE NUMBER (TPFN): DINFOS-PARC-004-001

UNIT TITLE: Media Relations

TPFN HOURS/TYPE: 5L, 7PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: None

TASKS:

001	Receive, record and respond to media queries.
002	Conduct an on-camera media interview, applying release guidelines, SAPP and FOIA
003	Apply guidelines for escorting the media

SUMMARY OF INSTRUCTION: The students will explain why the military needs guidelines for releasing information; identify the meaning of the American public's right to know versus its need to know; describe Department of Defense policy on information and the principles of information; discuss the limitations of the doctrine; discuss the provisions of the Freedom of Information and Privacy acts; explain what the guidelines for the release of information can do for a public affairs office; and explain the guidelines for the release of information involving an accident /incident. This instruction will be tested on a subsequent examination.

The students will discuss the definitions of a media query; recognize professional telephone techniques; explain how to properly fill out a media query form; recognize a complete response that includes command messages; discuss the different types of attribution and when they are used; discuss the techniques for providing on-camera media interviews; and explain the techniques for preparing and delivering a radio beeper. This instruction will be tested in a subsequent performance examination.

The students will discuss why we escort the media; explain when we escort the media; describe ground rules and how to enforce them; discuss how to prepare for a media visit and escort the media, explain how to arrange interviews with the media, including the special considerations for electronic media; and explain what actions to take after a media visit. This instruction will be critiqued in a subsequent ungraded case study and will be tested on a subsequent examination.

The students will explain how to keep and maintain a media list; explain how to track the media; discuss the methods of releasing information; explain how to set up a news media center; explain how to arrange a media conference; explain how to arrange media travel/orientation flights; and describe the types and uses of media relations files. This instruction will be tested on a subsequent examination.

REFERENCES: DOD Directive 5410.14, Cooperation with U.S. News Media Representatives at the Scene of Military Accidents occurring outside Military Installations; DOD Directive 5230.9, "Clearance of DOD Information for Public Release," April 9, 1996; DOD Directive 5400.7, "DOD Freedom of Information Act Program," May 22, 1997. DOD Directive 5410.1, Release of Information Concerning Accidental Casualties Involving Military Personnel or Equipment," Sep 27, 1973. DOD Directive 5400.11, "DOD Privacy Program," 13 Dec 1999. DOD Regulation 5400.11-R, DOD Privacy Act.; SECNAVINST 5720.44A; Army Regulation 360-1, The Army Public Affairs Program; Air Force Instruction 35-101, Public Affairs Policy and Procedures; *Communicate with Power*, Barry McLoughlin Associates, Inc., Washington, D.C., 1992.

INSTRUCTOR/STUDENT RATIO: 1:12(L)(PE)

SAFETY FACTORS: N/A

**FUNCTIONAL AREA 5
ADMINISTRATION**

TPI FILE NUMBER (TPFN): DINFOS-PARC-005-001-

UNIT TITLE: Administration

TPFN HOURS/TYPE: 6AD

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASKS:

001	Inprocessing
002	Course Critique
003	Outprocessing/Graduation

SUMMARY OF INSTRUCTION: N/A

REFERENCES: N/A

INSTRUCTOR/STUDENT RATIO: 1:Class

SAFETY FACTORS: N/A